Data Management Specialist - Human Nutrition Research Center on Aging
Tufts University

Job Title	Data Management Specialist - Human Nutrition Research Center on Aging
Department	USDA Human Nutrition Research Center on Aging
Institution	Tufts University
	Medford, Massachusetts
Date Posted	Jul. 22, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Research Scientist/Associate
Academic Field(s)	Public Health/Biostatistics/Epidemiology
	Nutrition and Dietetics
	Health Sciences - General
Job Website	https://jobs.tufts.edu/jobs/20678?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

The mission of the USDA Human Nutrition Research Center on Aging at Tufts University (HNRCA) is to promote healthy aging through nutrition science to empower people seeking to enjoy long, active, and independent lives. HNRCA investigators examine how nutrition and physical activity play a role in the prevention of the major chronic degenerative conditions and diseases associated with aging.

The HNRCA's Biostatistics and Data Management Core consults with HNRCA investigators and assists in study design, implementation, data management, and analysis. It also develops statistical

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techniques and software to support HNRCA research activities. Scientists confer with the unit in the early stages of a study to discuss project goals, available resources, accepted statistical, bioinformatics and data management practices, and the appropriate response variables and covariates for proper statistical analysis. The core also works closely with other scientific cores to ensure the generation and release of high-quality scientific data.

What You'll Do

This is a grant funded positon and is not eleigble for severance pay.

The major responsibilities of this position will be to support data management activities within the core. This will include activities such as writing data management plans, keeping abreast of data management related regulations and requirements, Redcap database design and management, creating electronic data capture forms, data cleaning and assembly for analytical staff, and external repository uploads.

Essential Functions:

- Translation of study documents into Redcap database designs and data capture forms for new studies. Administration and maintenance of existing Redcap databases.

- Evaluate and implement new features within Redcap as they are released.

- Implement feature requests from MRU staff.

- Export of Redcap data and merge with other data sources for analysis.

- Create project codebooks and readme's. Help maintain other documentation and organization within project directories.

- Post-analysis reviews for data archiving. Perform de-identification and re-structuring for submission to external data repositories.

- Support grant submissions by writing Data Management Plans. Contribute to Research Performance Progress Report in regard to data management.

- Review data management regulations and policies by various governing bodies, create documentation such as SOPs or presentations, and ensure adherence to these requirements at the HNRCA. These include policies and guidelines related to data retention, sharing, and privacy.

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What We're Looking For

Basic Requirements:

- Bachelor's degree in health sciences or related field
- Strong data management skills including the ability to handle and organize data from different sources, and create basic descriptive summaries and visualizations
- Strong attention to detail and good organizational skills
- Working knowledge of Good Clinical Practice, clinical research, clinical trial processes and related regulatory requirements and terminology.
- Basic proficiency in R and Microsoft Office, including Excel and Word
- Strong verbal, written, interpersonal, and team skills
- Demonstrated proficiency in English language skills (reading, writing, and speaking)

Preferred Qualificaitons:

- Master's degree in health sciences-related field
- Experience in a clinical research setting
- Strong programming skills using R. Familiarity with advanced visualization or dashboard creation tools (eg ggplot/rshiny, matplotlib/plotly, Tableau/PowerBI, etc)
- Advanced skills in Microsoft Office and Adobe Acrobat
- Strong time management skills and ability to handle multiple projects, organize work, and set priorities to meet deadlines while working within prescribed time constraints
- Confidentiality and discretion are essential
- Demonstrate a professional and ethical manner at all times

Special Work Schedule Requirements:

- This position may occasionally require work on nights and/or weekends as determined by need.

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Pay Range

Minimum $48,500.00, Midpoint $60,750.00, Maximum $73,000.00

Salary is based on related experience, expertise, and internal equity; generally, new hires can expect pay between the minimum and midpoint of the range.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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